

TOWN OF BLOOMFIELD  
HUMAN SERVICES FACILITY BUILDING COMMITTEE MEETING

There was a meeting of the above referenced committee on Monday, October 17, 2016 at 5:30 p.m. in Conference Room #5 at Town Hall, located at 800 Bloomfield Avenue in Bloomfield, CT.

Committee members present were: Alan Budkofsky, Lou DeSario, Kevin Hussain, Kenneth McClary, Lucille Morisse, Joe Suggs – Chair, Paula Walek, and Mark Weisman – Secretary

Absent: Bob Berman, Elizabeth Washington

Staff (acting as Ex-Officio Members) present: Yvette Huyghue-Pannell, Director of Senior Services, Camilla Jones, Director of Social and Youth Services, and Dave Melesko, Director of Leisure Services

Also present: Nancy Haynes, Purchasing & Risk Manager.

Guests: Leon Rivers, Council Liaison

The meeting was called to order at 5:32 p.m. when a quorum was present. Chair Suggs commented that with John Sheehan's resignation, the Town Attorney may have to advise about what constitutes a quorum.

Old Business

It was moved by Mark Weisman and seconded by Alan Budkofsky to approve the minutes of October 5, 2016 as revised. The motion passed unanimously.

Paula Walek noted that the public comments item on the agenda needed to reflect the Building Committee and not the Council. Nancy Haynes will make the change going forward.

Alan Budkofsky asked about the document storage needs and retention requirements for the 3 departments in the facility and if records can be stored electronically. He further advised that BATV would consider space in a different facility, and suggested that Town Hall would be a good place as it has return lines, which BHS does not. Kevin Hussain raised the issue of the gym in the Centerbrook report, and asked if it was in the design. Dave Melesko pointed to the May 2016 report and believes that it is. Kevin would like to make sure that the RFP for the architect highlights that the new facility includes a gym. Nancy Haynes will include that in RFP addendum.

Lucille Morisse complimented the staff on their presentations at the October 5, 2016 meeting, noting that it was very educational and informative to see how much the building is used, the variety of programs offered and how intertwined the interactions between the departments are. Chair Suggs echoed her assessment.

## New Business

### A. Timeline

- Nancy passed out the schedule for the project that was developed by Centerbrook for their July 2016 presentation to the Town Council. Mark Weisman suggested a year for design might be more than needed. Mark Weisman suggested an August 2017 bidding date. This would allow some work like site and structural work to be done before winter. Lou DeSario cautioned that the MDC permitting process is taking 6 months.

### B. RFP status

- Nancy advised the RFP has been issued and updated the key dates contained in the RFP.
- Kevin Hussain asked about the review process once proposals are received. There was discussion regarding who would do initial review. Chair Suggs asked for a subset of BC members to volunteer. Chair Suggs, Secretary Weisman, Kevin Hussain, Lou DeSario and Ken McClary volunteered to work with staff and make a recommendation to the full BC on which firms to send forward for interview. They will meet on November 5 at 9 am in Town Hall and make their recommendation at the 11/9/16 BC and interview of the top firms will be 11/28/16 and if needed 11/29/16 in executive session and there was consensus for a 4 pm start time on those days. Nancy will amend the RFP to reflect this.

### C. Other business

- a. There was a brief discussion about what the Building Committee would do if the referendum doesn't pass.
- b. The ballot for the referendum has been printed; the process for printing the ballot is that the Town Clerk submits the information to the Secretary of State, who contracts out for the printing.

### D. Public Comment - none

## Next Meeting Date/Location

Wednesday, November 9, 2016 at 5:30pm, location TBD. Nancy Haynes will arrange for a meeting location and notify the committee and post on website.

At 6:42 p.m., it was moved by A. Budkofsky and seconded by P. Walek to adjourn the meeting. Motion passed unanimously.